

TRIPURA GAZETTE

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
ABSTRACT**

Framing of Model Common RRs for the post of **Senior Computer Assistant** common to various Departments Government of Tripura including establishment of TPSC-Order.

GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

G.O.No. 01

File No.20(1)-GA(P&T)/19

Dated, Agartala, the 29 / 04 / 2022.

ORDER

As per the principle of the New Recruitment Policy vide No.F. 20(1)-GA(P&T)/18 dated 5th June, 2018, the written test should be the primary means to test suitability of candidates.

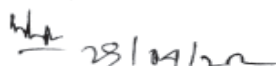
2. In view of the New Recruitment Policy, 2018 and its subsequent partial modification of even number issued on 29th October, 2020, the existing Recruitment Rules for the post of Senior Computer Assistant, common to various Departments have been reviewed.

3. The Governor is pleased to frame a Model Common RRs for the post of Senior Computer Assistant common to various Departments including establishment of TPSC. While framing new RRs or amendment of existing RRs, the concerned Department shall follow these revised provisions and notify (as per format) the revised RRs (Schedule) based on the provisions of these Model Common RRs (Annexure-I) in appropriate manner as per Format of Notification enclosed, after mentioning the number of posts etc. of the respective Department (against row No.1-4) with the approval of the Finance Department.

4. For notification of RRs of the concerned Department based on the Model Common RRs further concurrence of GA(P&T) Department and approval of Council of Ministers may not be necessary. However, concurrence of Finance Department and approval of Departmental Minister will be required to be obtained by the concerned Department prior to issuing such notification of RRs.

Encl:-As stated.

By order and in the name of the Governor,


 (Md. H. Rahaman)
 Under Secretary to the
Government of Tripura

To
All Departments/Heads of Deptts.
File No.20(1)-GA(P&T)/19

GOVERNMENT OF TRIPURA

(FORMAT)

(Name of Department)
No.F..... Dated, Agartala, the (date month year)

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of Senior Computer Assistant in the Department /Organization namely:-

1. Short title and commencement—

- (1) These rules may be called (name of the post....) of (write name concerned Dept./orgn.) Recruitment Rules, (year....).
- (2) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **rows 2 to 4** of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in **rows 5 to 13** of the said Schedule.

5. Disqualification:- No person-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:- Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. Repeal:- The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Savings:- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No.....datedissued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

(Secretary)
of the concerned department
Government of Tripura.

No.F.....

ANNEXURE-I

Model Common Recruitment Rules for the post of **Senior Computer Assistant** under various Departments, Government of Tripura including establishment of TPSC.

SCHEDULE

1. Name of the post :- **Senior Computer Assistant.**
2. Number of posts :- Sanctioned posts shall be specified by the respective Departments in consultation with Finance Deptt plus additional post as and when created.
3. Classification :- **Group-C(Non-Gazetted)**
4. Scale of pay :-

Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.
PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2800/-	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay)(First amendment) Rules,2018]

And as revised by the Government time to time.

5. Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods. :-

(i) 100% by Direct Recruitment.

(ii) Selection will be through competitive examinations to be conducted by the TPSC. as per provision of the New Recruitment Policy vide No. F.20(1)-GA(P&T)/18 dated 05.06.2018 & 29th October, 2020.

(iii) Selection Procedure:-

The Examinations for selection shall consist of 2(two) parts viz Written Examination-85 marks and Interview-15 marks.

Scheme of examination and Syllabus is enclosed as **Annexure-A**.

(iv) After Written Examination the number of candidate(s) to be called for interview will be as per TPSC norms. The TPSC may, at their discretion, fix the minimum qualifying marks in written examination. The Candidates absent in Interview will not be considered for the final recommendation.

(v) Final merit list will be prepared by adding the marks of written examination and interview marks.

- Recommendation will be made as per requisition and other norms followed by the Commission.
(vi) Job profile of the Post is mentioned in **Annexure-B.**
6. Age limit for direct recruitment :- 21 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/Person with Disabilities /Government servant candidates.
7. Educational and other qualification required for direct recruitment :- Bachelor Degree in Computer Application/Computer Science.
- OR
- Graduate in any Discipline with at Least 1(One) Year Diploma Course in Computer Or "O" Level Course Certificate in Computer from recognized Institution.
- "Desirable Qualification:-Knowledge of Bengali or Kokborok.
8. Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion. :- Not applicable.
9. Whether Selection post or Non-Selection post :- Selection(as mentioned under Item No. 5 above).
10. Period of probation, if any :- 2(two) years.
11. In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made. :- Not applicable.
12. If a DPC exists, what is its composition :- Not applicable.
13. Circumstances in which TPSC is to be consulted while making recruitment. :- As required under the Tripura Public Service Commission (Exemption from Consultation) Regulation, 1973.
14. Repeal :- Existing Recruitment Rules for the post of Senior Computer Assistant vide No.F.....of.....department vide No.F.....dated.....are hereby repealed.

Secretary, concerned
Department.

Annexure-A

SCHEME OF WRITTEN EXAMINATION AND SYLLABUS

Time:-2 hours.

Subjects	No. of question	Marks
<u>ENGLISH</u> Use of appropriate preposition and Articles, Correction of Sentences, Use of common Phrases & Idiom, Synonyms & Antonyms.	20 MCQ pattern questions carrying 1 marks each	20
<u>GK & Current Affairs</u>	20 MCQ pattern questions carrying 1 marks each	20
<u>Job-oriented</u>	45 MCQ pattern questions carrying 1 marks each	45

Total: 85

Syllabus for job oriented question

I. Fundamentals of Computer:

History of development of computers, Computer system concepts, Basic components of a computer system, Various types of memory, Storage Devices-fundamentals, Data Storage and Retrieval methods, Various Storage Devices Types of Software-System software, Application software, Utility Software Number System representation & their conversion, Text processing application software, Spread Sheet packages, slide presentation packages, database operation packages, Internet reference tools.

II. Programming Languages:

Basics of programming, problem solving algorithms, C as a high level language and its history, data types, conditional statements and loops, functions, recursive functions vs iterative functions, arrays, storage classes, pointers, structures and unions, self-referential structures and linked list, file management programming concepts.

Continuation of prepage:-**Annexure-A**

Introduction to programming with Visual Basic, controls, Data types, VB Functions and subroutines, Connectivity with database, **Web and Internet Technology:**

Overview of Internet, Internetworking protocols, Layering concepts, Network connectivity issues: connectors, wires and network devices-Routers, switches, gateways, Server Administration, Firewalls, IPV4 and IPV6 addressing concepts, Email and related protocols like SMTP, POP, IMAP, VLAN, VoIP, Web Publishing and Browsing, HTML programming basics, CSS programming. Internet security management concepts, Information privacy and copy write issues, Basics of cryptography.

III. Database Management System:

Basic concepts in DBMS, Database system architecture, Database Models and Implementation, ER Model, RMRA Model, File Organization for Conventional DBMS, Introduction to RDBMS, Relational Algebra, Normalization, Query Processing with SQL, PL/SQL and Optimization, Distributed Databases.

IV. Introduction to ICT Resources & Multimedia:

PC Hardware assembling and operation concepts, Utilities-antivirus scanner, malware scanner, Emergency Repair Disk OS and various application software Installations, acquaintance with installation and basic troubleshooting of projectors, printers, scanners, routers, switches and Wi-Fi access points, Networking concepts, network administration.

Multimedia-Introduction to Multimedia concepts, computer fonts and hyper-text, audio fundamentals and representations, Image fundamentals and representation, animation and video file formats, multimedia authoring and authoring tools, image, video and audio compression.

Annexure-B

Job profile for the post of Senior Computer Assistant:-

Technical Job	Supervising the online works of the Department.
	Supporting of different online/offline Government software related works.
	Operation and monitoring of works related to computerization
	Assisting in development of any new Software Application including training, operation and maintenance support.
	Assisting computer training and workshops.
	Diagnosis and troubleshooting of the basic problem with the computer hardware and software.
Normal office works	File works, noting, drafting, data entry etc.
	Other related duties and when required.